

16 November 1954

SUBJECT: Information to Division and Branch Chiefs Concerning the Investigation by the Clark Committee.

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1. The Office of Research and Reports will be visited for the week of November 22nd by a team representing the Clark Committee. This team will be headed by [REDACTED]

2. The Clark Committee is not primarily interested in substantive matters, but is vitally concerned with the reasons for ORR being in the intelligence field. It is anticipated, therefore, that its primary questions will be in terms of duplication in the community; the organization in terms of size, salary levels, and efficiency of operation; the types and content of publications issued, their frequency, etc. Below are listed a specific set of questions which Branch and Division Chiefs should be able to answer.

3. A brief statement should be prepared by Area, Division, Branch, and Staff Chiefs giving the following information: who the branch or other supervisor is, what the mission of the branch or other component is, and how many personnel he supervises in terms of professional and clerical Y/O.

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4. [REDACTED] will be the central point of coordination within ORR for this investigation. Any papers which are transmitted to the Clark Committee must be passed through [REDACTED] and not directly to any members of the Committee. Each person who discusses matters with the Committee representatives will prepare a record in some detail giving the important points of his discussion with them, including the questions asked. This record should be passed to [REDACTED] daily.

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5. Each Branch Chief, Division or Staff Chief should be fully prepared to discuss the following questions concerning economic intelligence.

a. Basic Authority of CIA NSCID 3 (D/B), NSCID 15 and DCID 15/1.

b. Missions and Functions

c. Budget and Organization

(1) Planned Expenditures

(a) Salaries - Ol. Why do we need all these people? Is there any apparent duplication with work in other agencies? Be able to rationalize any apparent duplication. Research programs of other agencies should

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be available to point out clearly the degree of coordination of research. This is particularly important for the military branches.

(b) Other expenditures - Be able to explain why these are necessary. Be prepared to show that the activities underlying these expenditures are being carried out as efficiently as possible.

(2) Know who the personnel in charge are at the next echelon; their responsibility; their general background; and the number of people they supervise.

(3) Be prepared to justify grade ratings and your professional to clerical ratio.

(4) Recent T/O changes.

d. Intelligence Output

(1) What has been produced? Be prepared to document that it has been useful. Know who the customers of the product are. Be prepared to cite important commendations and examples of the usefulness of the product.

(2) Be prepared to discuss reasons for papers incorporating a tremendous amount of detail or running into a large number of pages.

(3) Be prepared to show why this paper had to be done in CIA and could not have been done elsewhere.

e. Coordination

(1) Be prepared to discuss the machinery for coordination - issuances you have through this machinery - that duplication has been reduced to a minimum.

(2) Be prepared to discuss the general allocation of responsibility among the various agencies working in this field.

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